
EXECUTIVE COMMITTEE MEETING
Department of Workforce Services
1385 South State Street, Salt Lake City, Utah
Monthly Meeting Minutes
Thursday, April 12, 2007
12:00 p.m.

Presiding: Paul Jackson, Chair

Present: Charles Daud, Greg Diven, John Hill, Jon Pierpont, Karen Silver,
Kerry Steadman, Gordon Swensen

Absent: Tony Gomez, Norman Fitzgerald

Excused: Councilman Jim Bradley, Senator Brent Goodfellow, Parley Jacobs,
Commissioner Colleen Johnson

Guests: Jenine Wood-Program Specialist

Staff: Karla Aguirre, Cassy Hahn, Mary Peterson

1. Welcome – Paul Jackson

Paul Jackson called the meeting to order at 12:03 pm and welcomed all in attendance. He excused Parley Jacobs and Commissioner Colleen Johnson who had other commitments.

2. Approval of Meeting Minutes – March 8, 2007 – Paul Jackson

Paul Jackson asked for a motion to approve the minutes from the March 8, 2007 Executive Committee Meeting. Karen Silver motioned to approve the minutes. Gordon Swensen seconded the motion. All voted “Aye”. The motion carried.

Cassy Hahn discussed the assignments given at the March meeting and the status, which included:

- Cassy Hahn to get information to Gordon Swensen for retreat planning – DONE
- Paul Jackson to get a Youth Council volunteer to Gordon Swensen - – DONE (Sheri VanBibber will be the volunteer)
- Paul Jackson to take the question whether to hold April Council meeting to the Council – DONE (Elected to hold the meeting)
- Tony Gomez to submit Diversity volunteer to Gordon Swensen for retreat planning – DONE (Tony Gomez will be the volunteer)
- Jon Pierpont to review West Valley EC original plan to determine if cut-out is in the plan for the UTA bus stop – (Jon Pierpont reported that there was some language in the original document that the landlord would take the lead and he is working on getting the permits).

- **ASSIGNMENT (Carry-over):** Karen Silver to email Cassy Hahn the date/time for KSL program “Making Ends Meet” – (Karen Silver noted that this program had been put on hold and when she has the date the program will air she will give this information to Cassy Hahn who will send the information out electronically).

3. Employment Verification – (Request Council Assistance) – Jenine Wood

Jenine Wood, Program Specialist discussed a new benefit for customers who attain full time employment to help with the transition of moving from financial assistance into the workforce. She asked that the Executive Committee educate the Regional Council and employers in the area regarding the Transitional Cash Assistance (TCA) for customers who were receiving financial assistance under the Family Employment Program. To receive Transitional Cash Assistance a customer must obtain employment of at least 30 hours per week and the hourly wage must be over the income level for the FEP program to close it for income.

A handout was provided which included more details about Transitional Cash Assistance, the Timeline for TCA, Employers to Target, On Going Financial Assistance Customers, and the Timeline for obtaining information. Ms. Wood noted that there is a strict timeframe for obtaining and reporting job information.

When asked how Council can reach out to the business community to make them aware of the program, some of the suggestions included:

- Educate employers by distributing a brochure or information letter customers can give to employer when starting new job
- Define a way to reach out to the business community to convince employers why this should be put at the top of the line and the urgency to complete and report the information within the timeframe required to eliminate losing funding.
- Educate customers as to the benefits to the employer and the employee
- Present information at Employer Council meetings
- Provide a list of employers with the problems that Council members could make a visit to see if this will impact the employer to get the word out
- Go to the Chamber of Commerce with something prepared for their newsletter
- Provide a list of the 80% of employers who most use the system where a letter of thanks could be sent along with some type of a reminder card to keep at their workstations
- Pull a list of employers who most use the system and let them know the benefits and stability offered from the Transitional Cash Assistance
- When sending out information, make sure the information relays upfront that this is something positive as many employers when receiving information from DWS or the State creates concern for them
- Provide statistics about the benefits such as childcare, bus passes, tools for work, etc. Also, look at those hired from the caseloads over the past three years and who the employers were and what percentage was hired by which companies and received these benefits. This information may help get the word out to those employers not using this benefit.
- Put on the DWS website

- Have the information readily available at events where employers may attend
- Provide an outline of the steps necessary for the customer to follow to ensure they complete the information by the timeline.
- Concern for contact with the small employers and knowing that this benefit is also available to them

ASSIGNMENT: Karla Aguirre will draft a letter or brochure, sponsored by DWS and bring to the next Executive Committee meeting on May 10, 2007. Ms. Aguirre also noted that the funding for TCA is not a concern at this time.

4. Incumbent Worker Training Recommendations – Karla Aguirre

Karla Aguirre provided additional information on the Incumbent Worker Training recommendations. The State is making a recommendation to take 40% of our funds and move from Low Income Training to Incumbent Worker Training, which we felt more comfortable about after Jon Pierpont discussed with the other Regional Directors and based on the fact that we would carry in quite a bit of money.

The good news is that we received our allocation, which was provided in packets. However, the problem is that we have taken large cuts causing concern for the recommendation to take 40% of the funds. Dislocated Workers took a 38% cut, Youth a 10% cut and a 10% cut for Adults. This information was emailed to the Executive Committee prior to today's meeting. Overall, this means Central Region took approximately a \$1.7M cut in addition to the shift of funds making the funds available smaller than originally anticipated. Based on this additional information, we want to reevaluate the recommendation of 40% of funds being moved to Incumbent Worker Training to ensure enough money is available to meet the needs. Council will need to make a recommendation at the State Council meeting based on the funding cuts. Ms. Aguirre noted that Central Region's allocation should be available prior to the State Council meeting.

Paul Jackson questioned where we stand at this point in the year with training and if we believe this is close to where we will be next year. Karla Aguirre felt that based on the economy we can anticipate being close to the same next year. Ms. Aguirre will provide the numbers to help make a more strategic decision. This will be provided at the next Council meeting.

ASSIGNMENT: Karla Aguirre will provide the numbers with funding at 10%, 20%, 30% and 40% for the next Council meeting. She will also provide information on what has been obligated thus far.

ASSIGNMENT: Paul Jackson, Cassy Hahn and Karla Aguirre will help draft a memo/letter prior to the April 19th meeting to be sent to the Council regarding the status of this issue.

5. Committee Goals Discussion – Paul Jackson

Paul Jackson asked that in committee meetings we specifically focus on where we are for the year.

Karen Silver noted the Basic Needs Committee feels very strongly to increase the awareness of Workplace Literacy. Chairman Jackson suggested that this be added to next year's goals.

Kerry Steadman spoke about the goal regarding the needs of refugees. The issue of coordination, leadership, and direction will come out on a bigger scale with the State and encompass this effort of the long-term direction. Paul Jackson suggested that the Council identify those goals and determine what the diversity mix is with our clients and whether the caseload has changed or stayed the same.

ASSIGNMENT: Jon Pierpont will provide information on the diversity mix with our clients.

Paul Jackson asked that the Executive Committee look at the goals and review the shared accountability. Each member should take a perspective on these goals.

A final report from each committee must be submitted by the end of June, 2007. To help be prepared, there will be three committee meetings prior to this deadline. It would be helpful for the committees to take 8-10 minutes and some report in May and some in June on the status of these goals. These assignments will be decided at the next Council meeting.

ASSIGNMENT: Paul Jackson will check with each committee after the April 19th Council meeting and determine which committees will report in May and which in June.

6. Training Provider Fair – Gordon Swensen & Cassy Hahn

Gordon Swensen provided a synopsis on the Training Provider Fair held April 5, 2007. 30 providers set up booths and over 110 Employment Counselors attended. It was a very successful event. In the future, the Training & Development Committee will be involved in preparing and determining when these Fairs will take place.

7. Chairman's Report – Paul Jackson

Paul Jackson noted that as we continue to work on many issues it is a constant reminder that at the end of the day we are trying to help people find satisfaction and personal pride to the best of their ability. He also noted his appreciation for all that is done.

Greg Diven asked that Council send a card to Ed Mayne during his difficult time. Cassy Hahn will take care of this.

ASSIGNMENT: Cassy Hahn to send a card to Ed Mayne from Council.

Paul Jackson adjourned the meeting at 1:00 pm.